Address of Registered Office:
Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:
P.O Box 1134
Mthatha, 5100

Tel : +27 (0) 47 531 0346
Fax: +27 (0) 47 531 4121

E-Mail : info@ntinga.org.za
Website : www.ntinga.org.za

RE-ADVERTISEMENT: REF NO: HRM/03/2021

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidate to fill the following position:

1. HUMAN CAPITAL MANAGER

NB: This post is re-advertised. Previous applicants may re-apply.

Salary Scale- Grade D3 Paterson Grading System

- Manage employment relations and maintain uninterrupted entity operations;
- Manage the development, update and implementation of all HR policies and procedures;
- Direct the management of the skills development, training and employment equity implementation and organisational design;
- Direct and oversee wellness programs and activities designed to improve employee health and well-being;
- Direct and coordinate career development, succession planning and talent management needs in conjunction with line management;
- Own and manage the implementation of Individual Performance Management;
- Manage the development and implementation of talent attraction and retention management strategies in order to ensure that the entity is positioned as 'employer of choice';
- Direct the design and implementation of Human Capital administration and Benefits; and
- Direct the Human Capital team to ensure delivery of the approved HR policies across the whole Entity and report on the implementation thereof.

Post Requirements:

Minimum Educational Qualifications required:

- An appropriate degree or equivalent qualification in Human Resource Management, Industrial Psychology or other related Social Science;
- Certificate in Labour Law or equivalent will be an added advantage

- 5 year's relevant experience in Human Resource Management (ideally as a generalist), three of which should be a Supervisory/Management level.
- Proven knowledge of and experience in Labour Relations

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: **The Head: Corporate Services** - Ntinga O.R. Tambo Development Agency **P.O. Box 1134 Mthatha, 5099, or email to recruitment@ntinga.org.za**

Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply. The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found

If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.

Enquiries can be directed to Ms O. Gangatha at 047 495 0522.

Closing date: 15 November 2021 at 16H00.

Yours faithfully

MR L. MBIKO
ACTING CHIEF EXECUTIVE OFFICER